

**IDAHO PROFESSIONAL-TECHNICAL EDUCATION**

## **LEADERSHIP INSTITUTE**

**Overview & Application Forms**

**March 2007**

**Idaho Division of Professional-Technical Education  
650 West State Street - Room 324  
P.O. Box 83720  
Boise, ID 83720-0095**

## **OVERVIEW OF THE LEADERSHIP INSTITUTE**

The Idaho Division of Professional-Technical Education is funding and facilitating activities for the Idaho Professional-Technical Education Leadership Institute. The purpose of this Institute is to prepare the next generation of district and state professional-technical leaders. It is designed to produce forward-thinking and change-oriented leaders through a 27-month (2 years and 3 months) program of study. Three to six new prospective leaders will be initiated into the Institute during the annual Professional-Technical Educators' Summer Conference.

The program of study consists of four basic components:

- 1) Thirteen seminars on Idaho and National Professional-Technical Education policies, processes and leadership
- 2) The development of an Administrative Professional Development Plan
- 3) Attainment of an Idaho professional-technical administrator's certificate
- 4) Administrative mentoring/internship (option during third year)

### **Structure**

A formal process for application to the Institute is required. Three to six applicants will be selected from those who apply for the next cohort group.

**Enclosure 1** is a copy of the application to admittance into the Institute.

Each Institute session involves one or more specialists or consultants who focus on fundamental education and leadership concepts and issues that will assure insight into the dimensions of the operation, funding, maintenance and design of professional-technical education programs. Participants are expected to attend the CTEA National Policy Seminar, CTEA National Convention, three Idaho Professional-Technical Educators' Summer Conferences, five state-level policy and planning meetings, and three Project Leadership meetings in Sun Valley. All of the state-level seminars will convene on Friday afternoon and conclude around noon Saturday. Networking activities, meals and workshops will be a feature of

each session. Up to twelve university semester credits (six per year) are given for Institute participation. Participants may take the opportunity to use these credits toward specially designed Professional-Technical Doctoral or Education Specialist programs at the University of Idaho.

Each Institute participant will be expected to complete requirements for an Idaho Professional-Technical Administrator Certificate. To qualify for the certificate at the end of two years the participant must hold an occupational endorsement and have had three years' teaching in an occupational discipline. Participants must have documented or completed at least 15 semester credits of administrative course work with financial aspects, administration of personnel, and legal aspects required by each participant. A master's degree or equivalent work experience is required for the five-year administrative certificate. All course requirements for the Institute activities are provided by Idaho State University and the University of Idaho.

Upon successful completion of the Leadership Institute, participants will be recognized for completing the Institute and will receive a Certificate of Completion for the three-year Project Leadership Program.

An overview of the proposed 27-month agenda is shown in **Enclosure 2**. The individual sessions will focus on personal leadership and policies/processes needed to provide the breadth and depth necessary to influence overall program quality in our secondary school and post-secondary institutions. (Expenses associated with the leadership institute activities are noted in Enclosure 2.)

Additional information about session content, specific meeting dates and recommended readings is available from the Division of Professional-Technical Education.

# NOMINATION FORM

## Idaho Professional-Technical Education Leadership Institute

Name of Nominee		
Title		
Position		
School or Institution/phone	W Phone:	
Work Telephone	(       )	
E-Mail Address		
Work Address		
<b>TO BE PREPARED BY NOMINATOR</b>		
1.	Please prepare a cover letter and include the following pertinent information about the nominee:	
	A.	How long and under what circumstances have you known the nominee?
	B.	How long has the nominee been in the present position?
	C.	What would be the nominee's interest in participating in the Leadership Institute?
	D.	What are the nominee's strengths in the present assignment?
2.	From what areas of growth could the nominee benefit most to enhance his/her performance in a present or future assignment?	
3.	Given continued professional development, what do you see as the nominee's ideal role over the next 10 years in either:	
	A.	School/program area in Professional-Technical Education?

	B.	Secondary or post-secondary administration?	
4.	If you could prescribe specific professional development activities for the nominee to further complement the individual for increased responsibility in professional-technical education, what would they be?		
5.	In terms of capacity and potential for administrative leadership in professional-technical education, please place an X on the continuum provided below		
	<div style="text-align: center;">[-----]</div> <div style="display: flex; justify-content: space-between;"> <span>LIMITED POTENTIAL</span> <span>HIGHEST POTENTIAL</span> </div>		
6.	Other comments you would like to make?		
Signature of Nominator			Date
Printed Name of Nominator			Title

**To be considered for the next cohort group, which will be formed in June of each year, complete and return this nomination form and supporting documents**

**NO LATER THAN APRIL 1<sup>st</sup> to:**

Ann Stephens, Associate Administrator  
Idaho Division of Professional-Technical Education  
P.O. Box 83720  
Boise, ID 83720-0095

## ENCLOSURE 1

Idaho Professional-Technical Education Leadership Institute

### Application

Name of Nominee

Home Address

Home City, State, ZIP Code

Home Telephone

E-Mail Address

School or Institution: Phone

W Phone:

School/Institution

City, State, ZIP Code

Current Assignment

Immediate Supervisor

Last Degree Earned

Major Advisor in Last Degree

NOMINEE: Please limit responses to the following questions/statements to the space provided.

1. Is your employer willing to support you in this proposed endeavor (time, travel, cost, etc.)?  
**Please enclose a signed letter of support and recommendation from your direct supervisor.**
2. **Attach your resume or vita** (List all education credentials and certificates held)
3. Are you willing to commit the time and resources to participate in the IPTE Leadership Institute?

Yes \_\_\_\_\_ (Please Initial)

4. How have you contributed to Idaho professional-technical education?  
(Be specific in your personal contribution toward involvement in professional organizations, student organizations, community groups, and committees associated with and outside the school setting.)

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5. What do you believe are the major issues confronting professional-technical education in Idaho?  
(Be specific and enumerate 1, 2, 3, etc.)

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6. What is your vision of professional-technical education in Idaho for the next 10 years?

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7. What would be an ideal leadership role for you in professional-technical education after participating in IPTE Leadership Institute?

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8. Are you presently enrolled at a university working toward an advanced degree or administrative certificate? If so, briefly describe. Give your objective and projected completion of the degree/certification.

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9. Indicate specific concerns you have about this commitment.

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**Signature of Applicant**

**Date**

**To be considered for the next cohort group, which will be formed in June of each year, complete and return this nomination form and supporting documents**

**NO LATER THAN MAY 1<sup>st</sup> to:**

Ann Stephens, Associate Administrator  
Idaho Division of Professional-Technical Education  
P.O. Box 83720  
Boise, ID 83720-0095



## ENCLOSURE 2

### Idaho Professional-Technical Education Leadership Institute

### Outline of the Proposed 27 Month Agenda

MONTH	ACTIVITY
<b>June</b>	Annual Professional-Technical Educators' Summer Conference with orientation & workshop by Idaho State University (late June; out for 3½ school days)
<b>August</b>	
<b>September</b>	
<b>October</b>	
<b>November</b>	Sun Valley - Project Leadership (out for 3 school days, Date TBA)
<b>December* of EVEN-NUMBERED YEARS</b>	*ACTE National Conference - Place TBA – (early December; out for 2 school days)
<b>January</b>	
<b>February</b>	Boise Meeting - Policy, Funding and Legal Aspects of P-T Programs (out for 1 school day; date TBA)
<b>March* of ODD-NUMBERED YEARS</b>	*Washington DC National Policy Seminar (early March; out for 2 school days)
<b>April</b>	
<b>May</b>	Meeting - Principals of local and university leadership ROTATES between UI and ISU from year-to-year; (out for 1 school day; Date TBA )
<b>June</b>	Annual Summer Conference – final workshop and graduation (3 ½ days)
<b>November</b>	Sun Valley - Project Leadership Final Meeting (3 school days)  Mentorship and Internship Options

**\* NOTE:** Participants will attend the ACTE National Conference one year, and the Washington DC National Policy Seminar another year.

**Expenses covered by the District, Institution, or Participant are:** Substitutes for Seminars/Meetings (7 full substitute days); University Credit (up to 6 semester hours per year); Summer Conference.

**Expenses covered by the Division of Professional-Technical Education are Registration, Travel, Lodging and Meals associated with:** (1) the Sun Valley Project Leadership meetings in November; (2) the ACTE and Washington DC Policy Seminar conferences; (3) the State-level Seminars scheduled for February and May